

**PART I - SECTION G**  
**CONTRACT ADMINISTRATION DATA**

**G.1 FAA AMS 3.1-1 Clauses and Provisions Incorporated by Reference** (July 2011)

This screening information request (SIR) or contract, as applicable, incorporates by reference the provisions or clauses listed below with the same force and effect as if they were given in full text. Upon request, the Contracting Officer will make the full text available, or offerors and contractors may obtain the full text via Internet at: <http://conwrite.faa.gov> (on this web page, select "Search and View Clauses").

**G.2 GOVERNMENT CONTACTS FOR POST-AWARD ADMINISTRATION**

The Contractor shall use one of the following Government contacts, as applicable, as the focal point for all matters regarding this contract.

Contracting Officer	Brian Anderson Contracting Officer, ATO-A Federal Aviation Administration Department of Transportation 950 L'Enfant Plaza South, SW, Suite 310 Washington, DC 20024 Email: brian.anderson@faa.gov Phone: 202.385.6697
Contract Specialist	Robert (Rob) C. Taylor II Federal Aviation Administration Department of Transportation 950 L'Enfant Plaza South, SW, Suite 300 Workstation 097 Washington, DC 20024 Email: robert.c.taylor-ii@faa.gov Phone: 202.385.6665
Contracting Officer's Technical Officer Representative (COTR)	Jennifer Gooden Federal Aviation Administration Department of Transportation 950 L'Enfant Plaza South, SW, Suite 300 Office 20 Washington, DC 20024 Email : jennifer.gooden@faa.gov Phone : 202.385. 6580

**G.3 ORDERING PROCEDURES**

a. This is an Indefinite Delivery Indefinite Quantity Contract. Task orders will be issued for all services to be performed / furnished under this contract. The Contracting Officer will issue task orders in order of priority during the performance period of the contract. Multiple delivery orders may be issued concurrently, if required. The contractor must perform the tasks in order unless written approval is received from the Contracting Officer to deviate from the priority order.

b. Ordering Procedures.

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- (1) The task order will be signed, dated and issued by the Contracting Officer. Each task order will contain the following information:
  - (a) A description of the services to be performed.
  - (b) Period of performance.
- (2) Task orders may be issued under this contract by the Contracting Officer at any time within the term of this contract.
  - (a) Task orders for CLIN XXXX1, Basic Service shall be issued in accordance with Part I – Section B, Clause B.4.
  - (b) Task orders for CLIN XXXX2, Temporary Additional Service (TAS) shall be issued in accordance with Part I – Section B, Clause B.4.
  - (c) Task orders for CLIN XXXX3, Emergency Security Services. Whenever, in the opinion of the Contracting Officer, the need for services is an emergency, the Contracting Officer may issue a task order, directing the Contractor to proceed with performance of the work specified. Such task order will specify a ceiling price. The contractor will proceed with the performance of the work required by task order. The contractor will submit a task proposal within 20 calendar days from the date of receipt of the task order. Following receipt of the contractor's task proposal, negotiations, if required, will be conducted to establish a new ceiling price.
- (3) Task orders must be issued to the contractor no later than 45 days prior to the period of performance start date.
- (4) Expenditures. In performance of orders, the Contractor must not incur costs in excess of the funds provided in each order. Government liability is the minimum estimated guaranteed value of the contract, until exceeded. The Government's liability will then increase by the value of individual task orders issued.

### **G.3 CORRESPONDENCE PROCEDURES**

To promote timely and effective administration, correspondence (except for invoices and reports) submitted under this contract shall be subject to the following procedures:

- a. Correspondence Preparation: All correspondence shall contain a subject line, commencing with the contract number.
- b. Technical Correspondence of a routine nature shall be addressed to the designated Contracting Officer's Technical Representative with an information copy of the correspondence to the Contract Specialist (see G.2.a.).
- c. Other correspondence including technical correspondence where patent or technical data issues (if any) are involved, and correspondence which proposes or otherwise involves waivers, deviations, or modifications to the contract requirements, terms or conditions, etc., shall be addressed to the Contracting Officer (see G.2.a.), with an information copy of the correspondence to the COTR (see G.2.b.).

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d. Invoices shall be submitted in accordance with clause G.7 "SUBMISSION OF CONTRACTOR BILLINGS".

e. All correspondence regarding contract administration shall be addressed in accordance with this clause, unless otherwise requested by the Contracting Officer.

**G.4 FAA CONTRACTING OFFICER'S (CO) AUTHORITY**

The FAA Contracting Officer (CO) assigned to this contract has responsibility for ensuring the performance of all necessary actions for effective contracting; ensuring compliance with the terms of the contract and safeguarding the interests of the United States in its contractual relationships. In this regard, the CO is the only individual who has the authority to enter into, administer, or terminate this contract. In addition, the CO is the only person authorized to approve changes to any of the requirements under this contract, and notwithstanding any provision contained elsewhere in this contract, this authority remains solely with the CO.

It is the responsibility of the Contractor to contact the CO immediately if there is even the appearance of any technical direction that is or may be outside the scope of the contract. Work not ordered by the CO and/or work outside the scope of the contract shall not be reimbursed by the Government.

The Contractor shall immediately notify the CO for clarification when a question arises regarding the authority of any person to act for the CO under the contract.

**G.5 FAA AMS 3.10.1-22 CONTRACTING OFFICER'S TECHNICAL REPRESENTATIVE (JANUARY 2008)**

a. The Contracting Officer has designated a Technical Representative (COTR) to assist in monitoring the work under this contract. The Technical Representative is responsible for the technical administration of the contract and technical liaison with the Contractor. The COTR is: Diane Young.

b. The COTR is the primary person responsible for the Technical Administration of the contract, technical liaison with the Contractor and the technical monitoring of this contract; and as such, shall be contacted regarding questions and problems of a technical nature.

c. The performance of work required under this contract shall be subject to the technical direction and surveillance of the designated COTR. The COTR is not authorized to make any changes which constitute work not within the general scope of this contract, or change any terms and conditions incorporated into this contract, or which constitute a basis for increase in the contract amount or extension of the contract period of performance, or change in delivery schedule.

d. In no event, however, will any understanding or agreement, modification, change order or other matter, deviating from the terms of this contract be effective or binding upon the Government, unless issued by the Contracting Officer.

**G.6 ALTERNATE TECHNICAL REPRESENTATIVE (May 2011)** The roles and responsibilities of the Alternative Technical Representative (ATR) are set forth in Part III – Section J, Attachment J.11 Alternate Technical Representative (ATR) Standard Operating Procedures.

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**G.7 BILLING INSTRUCTIONS**

**The Contractor must submit invoices that have CLIN totals being billed for each site.**

The Contractor must submit invoices to the following organizations in the number specified:

Federal Aviation Administration

Accounts Payable Branch

Address: Provided on the next page      Original and one (1) copy with no supporting documentation

Federal Aviation Administration

Attn: Contracting Officer, as designated in each Order

Address: As designated in each Order

One (1) copy with supporting documentation

Federal Aviation Administration

Attn: COTR, as designated in each Order

Address: As designated in each Order

One (1) copy – COTR, with supporting documentation

G.7.1 Requests for payment shall identify prices by site and shall consist of the following:

a. Standard Form 1034: The SF 1034 must be completed in accordance with the following instruction:

1. leave blank;
2. Enter voucher number (NOTE: Number consecutively, commencing with "1". Follow-up vouchers (corrections) must be alphabetized with the appropriate voucher number, e.g., 1A, 1B, etc.);
3. Enter date voucher was prepared;
4. Enter contract name and number and date of contract award;
5. Enter contractor's name, mailing address, and telephone number of office to which payment is to be sent (this must be the same as stipulated in the Order);
6. List each Order applicable to the billing and enter the date thereof,
7. Identify billing period covered (e.g., "Jan 19, 200X" or "Jan - Mar 19, 200X");
8. Enter dollar amount with each respective Order; and
9. Enter total dollar amount for this billing.

All payments are subject to review and approval by the CO. Distribution of all copies must be concurrent. The Contractor must submit invoices no more often than monthly (except in the case of small businesses, as approved in advance by the Contracting Officer) and it will contain data to coincide with the normal accounting cutoff date closest to the end of the month.

G.7.2 The Contractor must submit requests for payment for accepted equipment, services and data as shown.

U.S. MAIL

FAA Accounts Payable Branch, AMZ-110

PO Box 25710

Oklahoma City, OK 73125

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**OVERNIGHT MAIL**

FAA Accounts Payable Branch, AMZ-110  
6500 S. MacArthur Blvd.  
Oklahoma City, OK 73169

G.7.3 The Contractor must place an appropriate certification on each invoice submitted indicating that the hours and incurred costs billed have been expended and have the original copy of the invoice signed by an appropriate management official. The certification, as noted below, must be from an authorized official of the contractor:

Certification: I certify that this invoice is correct and in accordance with the terms of the contract/Order and the costs included herein properly reflect the work performed.

Signature: \_\_\_\_\_ Title: \_\_\_\_\_  
Typed Name: \_\_\_\_\_ Date \_\_\_\_\_  
Telephone Number: \_\_\_\_\_

**G.8 ACCOUNTING AND APPROPRIATION DATA**

See Schedule A.